SAN ANDREAS LAW ENFORCEMENT

Administrative Policies
&
Standard Operating Procedures

Introduction

San Andreas Law Enforcement agencies derive their authority from the Executive Branch of the San Andreas State Government. They are responsible for law enforcement, criminal investigations, and the custody, control, and care of the State's imprisoned population.

Oath

Pursuant to San Andreas regulations all Law Enforcement Officers take the following oath upon entering service and upon all subsequent promotions.

> *"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the State of San Andreas against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the State of San Andreas; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of the office upon which I am about to enter."*

Law Enforcement Agencies

San Andreas State Police (SASP)
The San Andreas State Police provide specialized law enforcement services and support to their sister agencies. Troopers often operate with greater flexibility across a larger jurisdiction and provide police interceptor support during high speed, high risk pursuits.

Los Santos Police Department (LSPD)
The Los Santos Police Department provides general law enforcement and criminal investigation services to the citizens of Los Santos.

Blaine County Sheriff's Office (BCSO)
The Blaine County Sheriff's Office provides general law enforcement and criminal investigation services to the towns of Harmony, Sandy Shores, Grapeseed, and Paleto Bay as well as the other unincorporated areas of Blaine County.

Chain of Command

From the beginning of each LEO's career they are assigned a rank. These ranks help to delineate each LEO's experience, scope of responsibility, and supervisory status while also establishing a clear and command structure called the *chain of command*. The chain of command helps non-supervisory LEOs know who their immediate, or first line, supervisor is

and ensures that questions, concerns, and issues are solved at the lowest level possible before involving second and third line supervisors.

San Andreas Law Enforcement Officers, with the exception of the SASP, are organized into four general categories: Trainees, Officers/Deputies, Command, and High Command. The San Andreas Law Enforcement Agency roster and chain of command, with rank insignia, may be found here.

High Command
Sheriff / Chief of Police
Captain

Command
Lieutenant
Sergeant

Law Enforcement Officers
Trooper / Field Training Officers
Senior Deputy / Senior Officer
Deputy / Officer

Trainees
Cadet
Recruit

Professionalism

Law Enforcement is considered a profession and as such San Andreas expects all Law Enforcement Officers to act accordingly. San Andreas Law Enforcement Officers are expected to display the following attributes:

Specialized Knowledge. Law Enforcement Officers are highly trained and must master a broad skillset to effectively execute their duties. Law Enforcement Officers are expected to retain and maintain their currency on all SOPs, policies, and laws in order to provide quality law enforcement services.

Competency. Law Enforcement Officers are reliable, efficient, and are able to execute their duties. Law Enforcement Officers also avoid making excuses and instead find solutions to problems.

Honesty and Integrity. Law Enforcement Officers are honest and exhibit integrity, always taking the high road in a situation. As a values based organization Law Enforcement

Officers are expected to not compromise their own or the organization's values. Furthermore, LEOs are humble and are willing to seek help when required.

Accountability. Law Enforcement Officers hold themselves and others accountable for the things that they say and do. LEOs take responsibility for their mistakes and work to remedy their deficiencies.

Self-Regulation. Law Enforcement Officers maintain their composure under pressure. LEOs remain calm when faced with adversity, respect all individuals they encounter, and display a high degree of emotional intelligence while executing their duties.

Appearance. Law Enforcement Officers look the part. They keep their hair and uniforms kempt, wear the appropriate uniform, and carry themselves with a degree of pride.

Administrative Policies

LEO Hiring and Initial Training Overview

There are seven steps to the hiring process:

1. Statement of Interest. Individuals that are interested in becoming a Law Enforcement Officer may state their interest to any on-duty receptionist at MRPD or alternatively a member of Command. Interested individuals will be provided with a Statement of Interest/Personal History Statement Form to complete and submit.

   A member of the Personnel and Training Division will review submitted forms and conduct initial screening of interested persons. Individuals who pass the initial screening will move on to the next phase *and* may conduct ride-alongs while awaiting the completion of their Field Investigation and scheduling of their Structured Interview. Individuals who are not selected will be informed of the reason/s why and when they can resubmit interest.

2. Field Investigation. A member of the Personnel and Training Division will conduct checks into employment, police, and financial records as well as conduct interviews with friends, family, and coworkers.

3. Structured Interview. Individuals will be invited to conduct a structured interview with a panel consisting of various members of the three agencies. This interview will consist of prior knowledge and critical thinking questions designed to assess the individual's suitability for employment.

4. Conditional Offer of Employment. Individuals who pass both the Field Investigation and Structured Interview will receive a conditional offer of employment. These individuals will immediately begin training as a Cadet under the supervision of an FTO while waiting to attend Academy.

5. Medical Evaluation. New Cadets must conduct a thorough physical examination with a licensed medical doctor at Pillbox Medical Center to certify that they are in excellent health with no physical conditions that would limit them from safely performing their duties as a law enforcement officer.

6. Academy. All new hires will conduct a formal training academy in which they are instructed on the employment of their patrol vehicle, traffic stops, vehicle pursuits, and various other topics required to be successful.

7. FTO Phase. Cadets that complete their formal training will be permitted to conduct ride-alongs as a Law Enforcement Officer under the supervision of a Field Training Officer. During this phase Cadets will be evaluated on multiple modules by various FTOs and work towards being cleared to patrol on their own. Upon recommendation from a member of Command, solo cleared Cadets will take a final evaluation. Successful completion of the evaluation will result in the Cadet becoming a full Law Enforcement Officer.

Ride-Alongs

Civilian Ride-Alongs

Civilians interested in learning more about the Police Department and/or are interested in seeking out an opportunity for employment may inquire about ride-alongs. Civilians must submit a Statement of Interest/Personal History form and must be screened by a member of the Personnel and Training Division as outlined in Step 1 of the LEO Hiring and Initial Training Overview section.

Civilians who have been screened may schedule a ride-along with a member of the Personnel and Training Division. If approved for a ride-along the civilian will be assigned to an FTO for the duration of the ride-along. Ride-alongs will follow the guidelines outlined below or will be barred from further ride-alongs and potential employment.

FTOs will follow these guidelines:

- Civilian ride-alongs must be approved and scheduled by a member of the Personnel and Training Division.
- Approval for a ride-along is not blanket approval for continued ride-alongs. A civilian must be given approval every time they are seeking a ride-along.
- **PD/SO Non-Solo Cadets take priority over all civilian ride-alongs.**
- Civilians will not conduct ride-alongs with FTOs that they have a personal relationship with, i.e girl/boyfriends, family members, etc.
- There are to be no more than two active civilian ride-alongs ongoing at any time. FTOs *may not* take two civilian ride-alongs in the same vehicle.

Civilians will follow these guidelines:

- Civilians will wear a white or gray tactical vest.
- Civilians will **NOT** wear any law enforcement uniform pieces.
- Ride alongs will not interfere with LEO duties.
- Ride alongs do not speak at incidents or during investigations.
- Ride alongs do not communicate over the radio.
- Ride alongs stay inside the vehicle unless instructed.
- Ride alongs should never use any weapons unless directly attacked.
- Ride alongs must follow all commands given to them by the FTO.

Cadet Ride-Alongs
Cadets will follow these guidelines:

- Authorized to ride-along with a Certified FTO. Only members of High Command may make exceptions to this policy.
- Only four (4) Non-Solo Cadets are permitted on duty at a time.
- Cadets must post in #waiting-for-fto when wanting to go on duty.
- Cadets are restricted to four (4) hour shifts when other Cadets are waiting for an FTO.

Partnered Patrols
LEOs may patrol with any other fully qualified LEO at their discretion. The following guidelines apply:

- No more than two (2) LEOs in a vehicle at a time.
- LEOs that are not FTOs cannot patrol with a Cadet (solo or non-solo cleared).

Additional Training and Certifications

Professional development does not end when a Cadet passes their final evaluation. The San Andreas Law Enforcement Agencies officer multiple training and certification opportunities for LEOs to expand their knowledge and skill set.

LEOs may be required to take additional training or retraining at the discretion of High Command. Failing to take and pass the training by reasonable time is grounds for disciplinary action.

Flight Certification.
TBP.

Civilian Hiring and Employment

Civilian hiring is temporarily on hold until the sequestration ends.

Off Duty

Off Duty LEOs have no authority over the citizens of Los Santos and Blaine County. An off duty LEO can not issue lawful orders to citizens or take the law into their own hands. An off duty LEO arrested for a felony is subject to disciplinary action.

Promotion Guidelines

Law Enforcement Officers that show continued dedication to their profession, technical and tactical competence, and potential for further responsibility will be promoted accordingly.

Cadet to Deputy/Officer: Upon successful completion of their final evaluation.

Deputy/Officer to Senior Deputy/Officer: Must have been a Deputy/Officer for a minimum of 30 days. At the discretion of the departmental command.

Senior Deputy/Officer to Sergeant: Must have consistently demonstrated mastery of policies and procedures and leadership abilities during both critical and non-critical incidents.

Disciplinary Actions

Law Enforcement Officers who are found in violation of the guidelines set forth in this document, policies outlined in other documents, or are found to have broken San Andreas law while on or off duty are liable for punishment.

Types of Infractions:
Infractions are broken into two categories:

1. *In Character* - IC infractions are those that are observed or reported IC (no meta) and will likewise be handled IC.

2. *Out of Character* - OOC infractions are those that are observed or reported OOC and will be handled primarily OOC. Certain IC incidents where extreme violations occur may become an OOC infraction.

Types of Disciplinary Action:

- *Strike Points* - Issued in increments of five (5). Strike points remain active for a period of 30 days before falling off of a LEO's personnel jacket. Upon reaching 20 strike points LEOs will undergo an administrative review board. This board will consist of members of Command and higher and will adjudicate disciplinary action based on the nature of the accumulated strikes.

  Strike points may be issued by any member of Command +.

- *Retraining* - In situations where LEOs demonstrate a lack of understanding or mastery of specific procedures they may be directed to complete retraining with a set of specific conditions. During this time an LEO who has not yet completed their retraining will ride with an FTO.

  FTOs may recommend retraining as necessary. High Command retains the right to issue retraining as a disciplinary action.

- *Administrative Suspension* - Upon reaching 30 strike points or upon committing severe infractions LEOs may face an administrative suspension. Suspensions typically last 1-3 days but may last longer for more serious incidents. While suspended a LEO

may not be on duty. LEOs may also face an administrative suspension if involved in an ongoing investigation.

Command may only issue an administrative separation in instances where a LEO reaches 30 strike points. High Command retains the right to issue all other administrative suspensions as disciplinary action.

- *Termination* - Severe infractions, continued disregard for policies and procedures, and/or abuse of the suspension system will result in outright termination.

  High Command and the State of San Andreas retain the right to terminate LEOs.

Infractions and Punishments

*** Punishments listed are minimums. May be increased based on the severity of the incident at hand.**
*** Green - Minimum**
*** Yellow - Optional w/Minimum**
*** Red - Maximum Punishment and/or Suspensible/Termination Offenses**

Type	Incident	Strike Points	Retraining	Suspension	Termination
	General Offenses				
IC	**Lack of Professionalism with the Public**	5			
	Poor Radio Communication	5	Y		
	Negligent and/or Reckless Driving When Not Responding to an Incident	5	Y		
	Policy and/or Procedure Violations	5	Y	1 Day	
	Insubordination: Disobeying orders, undermining superiors, undermining other LEOs, etc.	5		Y	
	Not Responding to Urgent Calls Prior to Code 4 (10-78s, 10-13s, 10-14s, etc.)			1 Day	
OOC	**Improper Use of Police Equipment, Vehicles, and Uniform:** a) Driving improper vehicles or using improper livery, b) carrying unauthorized weapons/equipment, c) wearing the wrong uniform.	5		1 - 3 Days	
	Use of Narcotics or Controlled Substances			2 Days	Y
	Not Abiding By the Cop Limit Rule - 1st Offense			1 Day	
	Not Abiding By the Cop Limit Rule - 2nd Offense			3 Days	
	Not Abiding By the Cop Limit Rule - 3rd Offense			5 Days	
	Not Abiding By the Cop Limit Rule - 4th Offense				Y
	Corruption				Y

	Use of Force Offenses				
IC	**Improper Use of Spike Strips**	5	Y		
	Ramming Suspect Vehicle	5	Y		
	Improper Escalation of Force: Instant Deployment of Taser, etc.	5	Y		
	Mishandling of Hostages (Intentional Harm)		Y	1 Day	
	Unlawful and/or Excessive Force		Y	1 Day	
	Booking, Reporting, and Court Offenses				
	Improper Report Procedure: Failure to File Reports Within 24hrs, Improper Format, etc.	5	Y		
	Filing Improper Charges	10	Y		
	Not Attending Court When Subpoenaed	5		1 Day	
	Violation of Rights			1 Day	Y
OOC	**Tampering With Official Police Reports**			1 Day	Y
	Blatant Perjury			1 Day	Y
	Intentional Mishandling of Police Reports: I.e. clicking the guilty plea button when not pleading guilty.			1 - 3 Days	Y

The above chart is not all inclusive and disciplinary action will be taken for incidents that are deemed deserving of reprimand.

Internal Investigations

Internal investigations will be launched at the discretion of High Command. Investigations will be conducted by a member of High Command or will be delegated to a member of Command or a Detective based on if the matter is criminal or not. Findings of all investigations will be forwarded to High Command for deliberation on any and all punishment.

Employment Status

LEOs are employed in one of the following statuses:

- Full Time - Full time Law Enforcement Officers. Must patrol on a regular basis and take part in all roll calls.

- Part Time - Granted to Law Enforcement Officers who have commitments that prevent them from regularly patrolling. Playing a different character is not grounds for being a Part Time LEO. Not exempt from roll calls.

- Reserve - Granted on a conditional basis for long term LOAs. LEOs on reserve status are exempt from roll calls.

LEOs are expected to patrol within the time zone shift that they were hired for. Actively patrolling outside of your respective time zone without permission may result in disciplinary action.

Timezone	AU	EU	NA
PST	21:00 - 05:00	05:00 - 13:00	13:00 - 21:00
EST	00:00 - 08:00	08:00 - 16:00	16:00 - 00:00
GMT	05:00 - 13:00	13:00 - 21:00	21:00 - 05:00
AEST	16:00 - 00:00	00:00 - 08:00	08:00 - 16:00

Leaves of Absence

LEOs are authorized to take leaves of absence (LOAs) at their own discretion. To take an LOA LEOs must contact a member of Command and inform them how long they are planning to take an LOA for and the reason why they are taking said LOA.

While on LOA LEOs are expected to not be on the server in any capacity. Doing so will result in their LOA status being removed.

Departmental Transfers

LEOs may request transfer from one department to another for legitimate reasons. Requests must be submitted in writing to a member of Command and routed to High Command. The request will be vetted by High Command and a determination made if the transfer will or will not happen.

Paychecks & Dues

LEOs may pick up their paycheck from the Pacific Standard Public Deposit Bank on Vinewood Boulevard.

Los Santos Police Protective League Dues

All law enforcement officers are members of the LSPPL and are responsible for paying weekly dues in the amount of $1,000.00. Dues can be paid to an LEO's respective Watch

Commander or a member of the Personnel and Training Division. Funds will be used to pay for vehicle maintenance and other approved uses. Failure to pay dues may result in administrative or disciplinary actions being taken against an LEO.

Legal Framework

Definitions

Law Enforcement Officer - Any sworn member of the Los Santos Police Department, Blaine County Sheriff's Office, or San Andreas State Police who is responsible for enforcing the law.

Reasonable Suspicion - A reasonable presumption that a crime has been, is being, or will be committed. It is a reasonable belief based on facts or circumstances and is informed by a LEO's training and experience. Reasonable suspicion is seen as more than a guess or a hunch but less than probable cause. Having reasonable suspicion is grounds for detainment but not search and seizure.

Detention - A brief and cursory holding and questioning that is based on reasonable suspicion. Detention must last no longer than necessary and must be conducted with the least intrusive and reasonably available means.

Probable Cause - The logical belief, supported by facts and circumstances, that a crime has been, is being, or will be committed. Having probable cause is grounds for arrest and/or search and seizure.

Arrest - The taking of someone into custody through a significant restraint on movement including but limited to placing handcuffs or restraints on the person. Arrests are made using probable cause.

Case Law

A complete list of San Andreas Case Law may be found here.

Use of Force

Tennessee v. Garner, 471 U.S. 1 (1985)

Under the Fourth Amendment of the U.S. Constitution, a police officer may use deadly force to prevent the escape of a fleeing suspect only if the officer has a good-faith belief that the suspect poses a significant threat of death or serious physical injury to the officer or others.

When a non-violent felon is ordered to stop and submit to police, ignoring that order does not give rise to a reasonable good-faith belief that the use of deadly force is necessary, unless it has been threatened.

Fourth Amendment - Search and Seizure

Terry v. Ohio, 392 U.S. 1 (1968)

Under the Fourth Amendment of the U.S. Constitution, a police officer may stop a suspect on the street and frisk him or her without probable cause to arrest, if the police officer has a reasonable suspicion that the person has committed, is committing, or is about to commit a crime and has a reasonable belief that the person "may be armed and presently dangerous."

Pennsylvania v. Mimms, 434 U.S. 106 (1977)
The order to get out of the car, issued after the respondent was lawfully detained, was reasonable and thus permissible under the Fourth Amendment. The State's proffered justification for such order - the officer's safety - is both legitimate and weighty, and the intrusion into respondent's personal liberty occasioned by the order, being at most a mere inconvenience, cannot prevail when balanced against legitimate concerns for the officer's safety.

Under the standard announced in Terry v. Ohio, 392 U.S. 1, whether "the facts available to the officer at the moment of the seizure or the search "warrant a man of reasonable caution in the belief' that the action taken was appropriate" - the officer was justified in making the search he did once the bulge in respondent's jacket was observed.

Wyoming v. Houghton, 526 U.S. 295 (1999)
Police officers with probable cause to search a vehicle, as in this case, may inspect passengers' belongings found in the car that are capable of concealing the object of the search.

Carroll v. United States, 267 U.S. 132 (1925)
In Carroll, the court established the "automobile exception" to the 4th Amendment protections against warrantless searches. In this prohibition-era case, the court noted the inherent difference between buildings and vehicles - buildings remain stationary, while cars and other vehicles can be moved and hidden before a warrant can be issued. The court held that if Officers have probable cause that an automobile contains evidence of a crime, the vehicle in question can be searched without a warrant.

Mike Smoore v. The LSPD (October 17, 2020)
In Smoore, the court established two facts relating to felony stops. First, when effectuating an arrest or once an arrest has been effectuated, police may conduct a "protective sweep" of the premises or location from which the individual is arrested or detained. This includes opening the trunk of a vehicle to inspect the trunk for occupants when an attack may be launched against the officers or others from that area.

Secondly, that *absent separate probable cause or exception* (i.e. probable cause that evidence of the crimes of arrest will be found or an inventory search of a vehicle to be impounded) officers may *not* search the or inventory the trunk of the vehicle when performing a protective sweep, and the contents of the trunk shall not be considered to be in "plain sight" when a protective sweep is conducted.

<u>Fifth Amendment - Right to Counsel</u>
Miranda v. Arizona (1966)
Under the Fifth Amendment, any statements that a defendant in custody makes during an interrogation are admissible as evidence at a criminal trial only if law enforcement told the defendant of the right to remain silent and the right to speak with an attorney before the interrogation started and the rights were either exercised or waived in a knowing, voluntary, and intelligent manner.

The People v. Georgina Williams (November. 20, 2020) "The Wrangler Decree"
Conversations between suspects and undercover law enforcement officers are *not* afforded Miranda Protection. Statements made by individuals to undercover officers *will* be admissible in Court.

The People v. Meg Kyracruz (September 12, 2020)
An express statement by a Defendant, including a request as to whether an attorney is available, shall constitute an affirmative invocation of the Miranda Rights as read in the State of San Andreas.

When such an invocation is made by the Defendant, questioning may not resume again until either (1) counsel has been provided or (2) the suspect has waived the right to an attorney.

For instance, if no attorney is available an officer should (1) inform the Defendant that no attorney is available and (2) ask if the Defendant is waiving their right to an attorney to continue questioning in light of that fact.

Mens Rea and Actus Reus
The People v. Cedric Stanfield (December 02, 2020) "Coyote's Clause"
The possession of an inoperable or broken firearm shall constitute sufficient evidence for the Criminal Possession of a Firearm [Class 1, Class 2, or Class 3], regardless of whether the firearm is functional.

However, individuals shall not be charged with Criminal Possession of a Firearm [Class 1, Class 2, or Class 3] for any broken or inoperable firearms when that individual is turning the firearm in to the Unified Police Department for the purposes of disposal. Individuals turning in inoperable or broken firearms may still be investigated for non-possession related charges.

Crimes Against Property
The People v. Brett Maxwell (January 16, 2021) "The Raven Regulation"
An individual shall per se be guilty of the offense of Burglary where (1) local dispatch calls in the area indicate a breaking and entering or attempted breaking and entering; (2) the individual's DNA is found on the front or back door of a residence; (3) the individual is apprehended on scene (i.e. within the residence, within the suburb, or within on mile) of the breaking and entering report, and; (4) the individual is found with scratches on their hands or other signs of attempting to forcibly enter a home or residence.

The burden of proof shall shift to the Defense to then provide lawful reason or consent for entering the property.

Miranda Rights

LEOs will advise subjects of their Miranda Rights prior to conducting any questioning that may lead to the individual self-incriminating. This applies to both individuals that have been detained and individuals that have been placed under arrest. Failure to advise an individual of their Miranda Rights may lead to their statement, or portions of their statement, being inadmissible in a court of law.

> *"You have the right to remain silent. Anything that you say can and will be used against you in a court of law. You have the right to an attorney present if available. If you cannot afford one, one will be appointed to you free of charge by the State. Do you understand these rights as I have read them to you, Sir/Ma'am?"*

LEOs must ensure that the subject/s understand their rights. LEOs will clarify any confusion to the subject/s and repeat their rights as necessary. Individuals that are purposely failing to acknowledge their rights or who refuse to answer will be properly annotated in their arrest report.

General Operations

Starting Your Shift

LEOs must be cognizant of the server's requirement for LEOs as well as the policy and procedures that dictate LEOs beginning and ending their shifts.

Server Slots

There is currently a minimum of **five (5)** LEOs required on duty, with a maximum of **sixteen (16) total**, before LEOs may go off duty or play other characters. It is the responsibility of each LEO to ensure that the server is properly staffed.

In addition to the sixteen (16) qualified LEOs, four (4) non-Solo cleared Cadets are authorized to patrol with an FTO if one is available. The following stipulations apply to non-Solo Cadets:

- Cannot be on duty unless under the direct supervision of a qualified FTO.
- Only authorized to patrol for a maximum of four (4) consecutive hours. If no other Cadets are waiting for an FTO they may stay on duty *if* they remain with a qualified FTO.
- Not authorized to ride with non-FTO LEOs at any time.

Solo cleared Cadets count against the standard sixteen (16) LEO maximum. Solo Cadets do not require an FTO to be on duty to patrol and may patrol for a maximum of five (5) consecutive hours. If no other LEOs are waiting to get on duty they may remain on duty past the five hour limit.

Server Queue

LEOs and Solo Cadets that intend to go on duty will utilize the bot found in "leo-central-dispatch" Discord channel and will react to the correct message (thumbs up). If there are 16 LEOs on duty you will be placed in the queue until a slot is available.

LEOs may only queue for their primary time zone. If they wish to get on duty to help out in other time zones they must have permission from a Command member within that time zone.

PD Command may skip the queue if no other HC or Command members are actively patrolling in order to ensure that command and control is being executed.

Going On Duty

LEOs may clock in at the following locations:

- Mission Row Police Department - At the reception desk
- Vespucci Police Department - Computer behind the reception desk
- Vinewood Police Department - Computer behind the reception desk
- Sandy Shores Sheriff's Office - Computer behind reception desk
- Paleto Bay Sheriff's Office - Computer behind reception desk

Ensure that you use the command **/callsign [XXX]** to add/update your callsign in Dispatch.

Similarly, when LEOs go off duty they are to radio that they are going 10-42 and remove themselves from Dispatch by removing their reaction.

Uniform Standards

Once on duty, LEOs may utilize the locker room at Mission Row Police Department to adjust and alter their uniforms. Uniform standards are set out by each department with several commonalities:

- LEOs will patrol as a marked, uniformed unit.
- LEOs will maintain a professional appearance at all times and will not wear excessive makeup (if female), facepaint, or other items that detract from a professional appearance (i.e. sunglasses that are not neutral in color).
- LEOs will wear a full duty belt.
- LEOs may wear professional attire when attending court cases.
- LEOs may wear cargo pants in lieu of their standard uniform pants as long as they are of a matching color.
- LEOs will wear a duty shirt over turtlenecks.
- LEOs are authorized to wear the approved beanie during periods of cold weather.
- **LSPD Officers** are authorized to wear the following headgear:
    - LSPD Service Cover
    - LSPD Baseball Hat (Black w/Logo)
    - LSPD Motorcycle Helmet (when operating as motor)
    - LSPD Flight Helmet (when operating as pilot/co-pilot)
- **BCSO Deputies** are authorized to wear the following headgear:
    - Cowboy Hat (with or without sheriff badge)
    - BCSO Baseball Hat (Green w/Logo)

- BCSO Campaign Hat
- Motorcycle Helmet (when operating as motor w/LSPD)
- BCSO Flight Helmet (when operating as pilot/co-pilot)

Department specific uniforms may be found at this link: Uniform Guidelines.

Patrol Officers are not authorized to wear plain clothes (UM/UC) without HC approval.

Equipment Standards

Law Enforcement Officers will use PD issue equipment while on duty. LEOs are not authorized to use personally owned weapons on duty. All LEOs are required to have an active and valid weapons license in order to access the armory and equip themselves for their duties.

Officers are authorized to carry the 9mm Glock Pistol as their service weapon and an M4 whilte on duty, they may not carry privately purchased firearms.

Long Gun Storage

LEOs may utilize their patrol vehicles to store their rifle in the vehicle's weapons rack. The following guidelines apply:

1) LEOs will store the weapon/s in the vehicle's weapons rack by using the F1 Radial Menu and selecting "Weapon Rack" when inside of their patrol vehicle.

2) LEOs may store their rifle and a small amount of ammunition here for use while on patrol.

3) Utilizing this system for anything other than a rifle and/or their respective ammunition will result in disciplinary action. If you want to store food, water, armor, etc. while patrolling utilize the vehicle's glovebox and/or trunk.

Vehicle Standards

Law Enforcement Officers will patrol in the authorized vehicles set forth by their respective departments. More information regarding vehicle standards may be found on the *Vehicle Authorizations* tab of the *San Andreas Law Enforcement Roster*.

General Guidelines

- All vehicles will be clearly marked as law enforcement vehicles and have a rooftop emergency lightbar.

- Command members are authorized to patrol in marked, slicktop vehicles.

- High Command are authorized to patrol in unmarked vehicles.
- Detectives are authorized to utilize unmarked vehicles in accordance with the Major Crimes Division SOPs.
- The Bearcat may be utilized at the discretion of High Command.
- The Helicopter is only authorized for use by certified Command Pilots.
- The boat must be launched from a dock.

Communications

The PD and EMS radio are official means of communication and are meant to be used in a professional manner. LEOs will exercise brevity and speak in a clear and coherent manner when transmitting. LEOs should follow the below guidelines for radio traffic:

- Speak clearly and concisely.
- Do not have conversations over the radio. Ask to meet with the other unit and then converse.
- Utilize 10-Codes to shorten radio traffic. 10-Codes can be found here.
- Keep the net clear during priority traffic unless you are actively involved.
- Do not speak over other unit's transmissions.

Unit Callsigns and Identifiers

- SASP 2XX
- BCSO 3XX
- LSPD 4XX
- Non-Solo Cadets 5XX
- Solo Cadets 6XX
- Helicopter Air 1
- Boat Shark 1
- FTO Certified 4XX-F
- K-9 4XX-K
- Motor 4XX-M
- Truck 3XX-T
- Undercover 4XX-U

Transmissions

Transmissions should generally follow the "YOU this is ME" format.

Going On Duty

"Dispatch, 215. Show me 10-41. Any actives?"

Going Off Duty
"Dispatch, 215. Show me 10-42."

Unit Is Busy
"Dispatch, 215. Show me 10-6 for 5 mikes."

Unit Is Out of Service
"Dispatch, 215. Show me 10-7 for 5 mikes."

Unit Is Back In Service
"Dispatch, 215. Show me 10-8. Any actives?"

Contacting Another Unit
You - *"201, 215 Direct."*
Other Unit - *"Go for 201."* or *"201, send it."*

Traffic Stop
"Dispatch, 215 traffic Northbound Elgin Avenue with a black in color Sultan RS, occupied one times."

Call Is Clear
"Dispatch, 215. Show my traffic Code 4. One citation issued. Back 10-8."

Responding to a Call
"Dispatch, 215. 10-76 to the lastest 10-31B at… (location). Code 3."

Arriving On Scene
"Dispatch, 215. 10-23 at the 10-31B on… (location)."

Requesting Backup
"Dispatch, 215 requesting a 77 at… (location). Code 2"

Requesting Immediate Backup
"Dispatch, 215 shots fired. 10-78 at… (location). Code 3"

Requesting Medical
"Dispatch, 215. Requesting 10-52s at… (location)."

Use of Force

During the course of a LEO's daily duties they will encounter and interact with numerous individuals. Some of these encounters are directly related to the execution of duties while

others are incidental. Regardless, LEOs must maintain a professional demeanor with all individuals and represent the San Andreas Law Enforcement Agencies in a positive manner.

Use of Force is defined broadly as the "amount of effort required by LEOs to compel compliance by an unwilling subject."

Use of Force Principles

1. LEOs will use only the amount of force necessary to establish control in a situation, make an arrest, or protect themselves or others from harm.

2. LEOs shall use advisements, warnings, and verbal persuasion when possible before resorting to force.

3. Force shall be de-escalated immediately as resistance decreases.

4. When feasible, based on the circumstances, LEOs will use disengagement; area containment; surveillance; waiting out a subject; requesting additional units; and/or calling in specialized units, in order to reduce the need for force and increase LEO and civilian safety.

5. LEOs shall allow individuals time to submit to arrest before force is used whenever possible.

6. LEOs shall use firearms with a high degree of restraint. LEOs' use of firearms, therefore, shall never be considered routine and is permissible only in defense of life or to prevent serious bodily injury to the LEO or others - and then only after all alternative means have been exhausted.

7. When feasible, LEOs will identify themselves as a LEO and issue a warning before discharging a firearm.

8. LEOs shall not discharge a firearm from a moving vehicle or at a moving vehicle unless the occupants of the vehicle are using deadly force against the LEO or another person and such action is necessary for self-defense or to protect the other person.

   LEOs shall not intentionally place themselves in the path of, or reach inside, a moving vehicle and where possible, should attempt to move out of the path of a moving vehicle before discharging their weapon. LEOs should not shoot at any part of a vehicle in an attempt to disable the vehicle if civilians are likely to be injured.

9. LEOs should consider the following when determining how to implement use of force:

- What is the severity of the crime at hand?
- Does the subject pose an immediate threat to the LEO or others?
- Is the subject resisting arrest or attempting to flee?
- What is the mental health of the subject?
- Are less-lethal options available?
- What are the objective facts of the incident?

Use of Force Continuum

1. Level 1 - Officer Presence. No force is used.
    - Subjects are obedient, compliant, and non-aggressive.
    - The mere presence of a LEO works to deter crime or defuse a situation. LEOs' attitudes are professional and nonthreatening.

2. Level 2 - Verbalization. Force is not-physical.
    - Subjects are obedient, compliant, and non-aggressive.
    - LEOs issue calm, nonthreatening commands, such as "Let me see your identification and registration."
    - LEOs may increase their volume and shorten their commands in an attempt to gain compliance. Short commands might include "Stop," or "Don't move."
    - LEOs may attach repercussions for failing to obey a command, such as "Stop or I will place you under arrest."

3. Level 3 - Empty Hand Control. LEOs use bodily force to gain control of a situation.
    - Subjects are resisting and non-compliant.
    - *Soft Techniques*. LEOs use grabs, holds, and joint locks to restrain an individual.
    - *Hard Techniques*. LEOs use punches and kicks to restrain an individual.

4. Level 4 - Less-Lethal Methods. LEOs use less-lethal technologies to gain control of a situation.
    - Subjects are physically aggressive and there is immediate likelihood of injury to self or to others.
    - *Blunt Impact*. LEOs may use a baton or projectile to immobilize a combative person.
    - *Chemical*. LEOs may use chemical spray or projectiles embedded with chemicals to restrain an individual.
    - *Conducted Energy Devices (CEDs)*. LEOs may use CEDs to immobilize an individual. CEDs discharge a high-voltage, low-amperage jolt of electricity at a distance.

5. Level 5 - Lethal Force. LEOs use lethal weapons to gain control of a situation.

- LEOs use deadly weapons against subjects in self-defense or the defense of others.

Use of Long Guns
Long Guns (ARs and Shotguns) should be utilized in limited circumstances such as:

- Observance of Class 2 or 3 firearms.
- 10-90s
- Disturbances at the Palmer-Taylor Power Stations or the Vinewood Substation
- Incidents at Bolingbroke Penitentiary

Use of Force Against Moving Vehicles
LEOs will not use lethal force against a vehicle for the sole purpose of disabling the vehicle (i.e. shooting at tires). LEOs will first seek to disable the vehicle by less-lethal means, such as a PIT maneuver or spike strips. If LEOs are unable to disable the vehicle and the vehicle and/or driver continues to pose a risk to the safety of civilians or LEOs, LEOs will use lethal force to neutralize the threat.

Use of Force Against Molotov Cocktails
LEOs are to use lethal force (Class I) against an individual utilizing a Molotov. LEOs are authorized to use Class II weapons when an individual(s) enganges LEOs with multiple Molotovs, i.e. suspect(s) are using Molotovs as their primary weapon, a group simultaneously uses multiple Molotovs, etc.

Gang War Situations
In order to provide a consistent response, LEOs **will** respond to shots fired calls in gang territory, specifically south of the Olympic Freeway. LEOs will respond as a group, not in piecemeal, and establish observation of the situation. LEOs will attempt to identify individuals, vehicles, etc. to enable the issuance of warrants and BOLOs as appropriate. LEOs will also ensure that the situation is contained in the area it is occurring within.

Once the situation has begun to die down or a Commanding Officer has determined that the situation requires intervention, LEOs will move into the area and secure the scene and any remaining suspects so medical personnel may safely respond.

Excessive Use of Force
Excessive force is when a LEO uses “greater force than what was reasonably necessary” to compel compliance.

Excessive force violations are looked at on a case-by-case basis and are subject to disciplinary action.

EMS Interactions

LEOs work closely with medical professionals to ensure that civilians and criminals alike are properly treated and cared for.

- It is the LEO's duty to alert EMS when a civilian, suspect, or fellow LEO is injured and requires medical attention.
- LEOs may only transport injured civilians, suspects, or LEOs when EMS have notified that they are unable to arrive in a timely manner and are okay with LEOs transporting injured persons or there are no on duty EMS.
- LEOs must ensure that scenes are Code-4 prior to allowing EMS to enter the scene.
- Under no circumstances is a LEO to request EMS revive themselves or their partners during an active situation.
- LEOs that are incapacitated and revived while a situation is still ongoing are to remove themselves from said situation.
- Do not rush EMS to complete their duties. EMS and EMS alone determine if an individual needs to be transported to the hospital.
- Suspects must be secured and searched prior to transport. LEOs must escort EMS that are transporting suspects to the hospital. Similarly, LEOs must escort injured LEOs to the hospital.

Patrol Operations

General Patrolling

Law Enforcement Officers may patrol wherever they want unless otherwise directed by a superior. LEOs may patrol with one partner and there may not be more than two regular occupants in one patrol vehicle. While on patrol LEOs are expected to obey all traffic laws.

Responding to Calls

If dispatch is actively available they will alert units to the presence of a call and dispatch units as required. If no active dispatch is available, units will respond based on their proximity to the call.

There is no limit to the number of Units that may respond to a scene/pursuit. It is the responsibility of the first LEO on scene and/or the highest ranking LEO on scene to determine the appropriate number of units required to control the situation.

During the course of a pursuit, additional units should attempt to position themselves ahead of the pursuit to influence the suspect's direction of travel or in authorized instances, disable the vehicle.

LEOs will respond to calls in a timely manner and will "run code" based on the call priority.

Code 1
Units respond with no lights or sirens and obey all traffic laws. This is used for low priority calls, such as impound requests, taking a report, etc. Units may also reduce to Code 1 from a higher code to prevent alerting suspects of the unit's presence.

Code 2
Units respond with emergency lights and intermittent horn/sirens. Horns and/or sirens are used to clear intersections and alert traffic to the unit's presence. Code 2 is used when responding to emergency calls such as injured persons, carjackings, etc. Units may reduce to Code 2 from a higher code to prevent alerting suspects of the unit's presence.

Code 3
Units respond with emergency lights and sirens activated. Horns are used to clear intersections and traffic. Code 3 is used when responding to priority situations such as robberies, shots fired, or requests for assistance.

Arriving On Scene

- As units arrive on scene they are required to announce to dispatch that they are 10-23.

- The initial unit on scene will establish scene control until relieved by a senior LEO.

- Units need to quickly ascertain the situation and provide the following information to other units as applicable:
    - Verification of the location and if necessary a more accurate description of the location.
    - Vehicles on scene and their disposition (leaving, arriving, etc.)
    - Individuals on scene and their disposition (injured, armed, fleeing, etc.)
    - If additional units are required and where, if any, they need to respond to.

- Establish control of the scene and ensure that individuals understand they are not free to leave. If necessary physically restrain individuals in accordance with use of force policies.

Detainment

- LEOs may detain individuals if they have reasonable suspicion that the individual has committed, is committing, or will commit a crime.

- A detainment should only last as long as LEOs have reasonable suspicion to support the detention.

- If detaining an individual for questioning, the individual should be read their Miranda Rights before asking questions that may lead to their self-incrimination.

- LEOs can ask for detained individuals to provide identification to run background checks and determine if they have any wants or warrants.

- Attempting to leave or resist detainment may be grounds for arrest.

- LEOs may place a detained person in restraints if the LEO has reasonable belief that the individual that has been detained or will be detained is a danger to themselves, LEOs, or other individuals or if they believe that the individual will attempt to flee.

- LEOs may frisk a person who is detained for their own safety. Discovery of any illegal weapons may be grounds for arrest.

- LEOs may conduct GSR testing on detained individuals.

Search and Seizure

Person Searches

LEOs may search individuals under the following conditions:

- Consent has been given by the individual.
- LEOs have probable cause to conduct a search.

Vehicle Searches

LEOs may search vehicles under the following conditions:

- Consent has been given by the owner.
- There is probable cause to believe that there is evidence of a crime in the vehicle.
- An arrest has been made and the search is related to the arrest (such as a search for illegal drugs).
- The vehicle is being legally impounded.

Property Searches

LEOs may search the property of an individual under the following conditions:

- Consent has been given by the owner.
- A warrant must be requested from a Judge.
- If there is belief that the evidence may be extricated by the suspect/s LEOs may cordon off the property until a search warrant can be acquired.

Arrests

- LEOs may place individuals under arrest when they have probable cause that they have, are or will commit a crime.

- If not already physically restrained, individuals will be remanded into custody with the least force possible.

- LEOs must make the individual/s aware as to why they have been arrested as soon as possible.

- LEOs are advised to not ask questions related to the incident other than the identity of the subject if they have not been read their Miranda Rights.

- Individuals placed under arrest may be searched and contraband seized. All communications devices must be removed from the individual. Items that were not used in the commission of a crime and are not otherwise illegal can either be:
    - Held by the LEO or in evidence until the individual serves their sentence and collects their items *or,*
    - Transported to Bolingbroke Penitentiary with the individual and be released to them upon the conclusion of their sentence.

- The Arresting Officer (AO) is responsible for the subject in custody. If injured, the AO must ensure the subject receives medical treatment. Likewise, the AO must ensure that the subject is transported in the most timely and efficient manner to a police station for booking.

- LEOs are required to provide subjects with attorneys upon request. Likewise, if a subject requests a bench trial LEOs must contact a judge to conduct a bench trial.

Traffic Stops

Traffic stops are initiated for a multitude of reasons but follow the same procedural steps. Several case laws apply to traffic stops:

Pennsylvania v. Mimms, 434 U.S. 106 (1977)

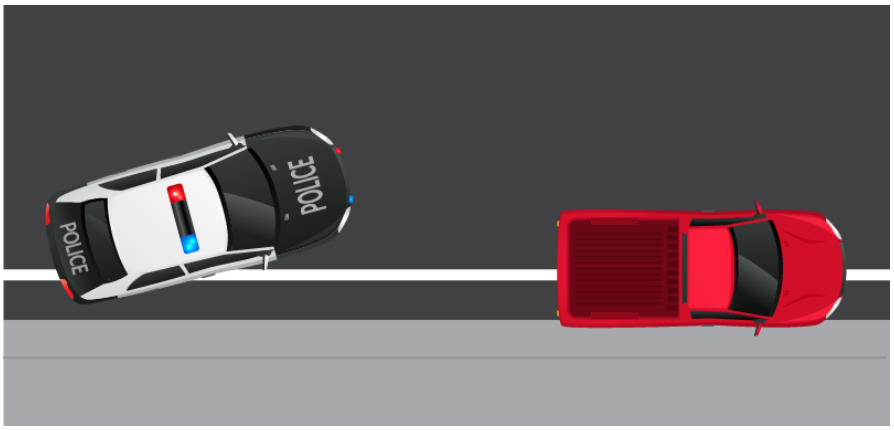
LEOs may order the driver out of their vehicle due to safety concerns and conduct a pat down for weapons once the driver is out of the vehicle.

Maryland v. Wilson, 519 U.S. 408 (1997)

LEOs have control over the movement of a vehicle's passengers and may order passengers out of the vehicle in the interest of the LEOs' safety.

The following procedure applies to traffic stops:

1. LEO initiates a stop behind a vehicle by engaging their emergency lights and sirens.
    - If the radio is clear, alert Dispatch of your actions, "215, attempting traffic, Northbound Elgin and San Andreas, red in color Exemplar, occupied by one."
2. As the vehicle pulls over you will be simultaneously doing the following:
    - Position your vehicle approximately one to two car lengths behind the vehicle at a 45 degree angle facing the road (see image).



- If previously communicated to Dispatch update the final location of the stop and any other information that has changed, “Dispatch 215, final stop Northbound Elgin in front of Pillbox.”

- If previously unable to communicate your stop alert Dispatch to your stop. “Dispatch 215, traffic Northbound Elgin in front of Pillbox with a red in color Exemplar, occupied times one, License Plate X...”

- If your ALPR system was able to detect the license plate number, run said plate through the system for a return.

3. If the driver has not already done so, instruct the driver to turn their engine off and roll down their window/s. **LEOs should try to be outside of their vehicle as quickly as possible in order to control the occupants of the vehicle**. As such, these instructions can be given from outside of the vehicle while in cover.

4. Approach the vehicle.

    - If approaching the driver’s side be mindful of traffic and be sure to stop near the rear driver’s side door.

    - If traffic conditions are heavy, consider approaching from the passenger’s side. If doing so ensure that you walk behind your patrol vehicle and not through the space between the patrol vehicle and the stopped vehicle. Once again, stop near the rear passenger’s door.

    - If Dispatch is available, read out the license plate number on approach in order for them to run the vehicle’s registration and subsequently the registered owner’s information.

5. Identify yourself to the driver. “Hello Sir/Ma’am, I’m [Rank] [Name] [Department].”

6. Ask for their driver’s license and vehicle registration.

7. Explain the reason for the stop and investigate why they committed the violation that led to the stop.

8. Inform them that you will be running their information and return to your vehicle. Utilize the MDW to check the status of their license and their recent criminal history. When determining your course of action consider their recent criminal history, the severity of the infraction/s, and the explanation and interaction they have had with LEOs on the stop.

9. Once complete, return to the vehicle and inform them of the course of action (citation, warning, etc.). Ensure that they understand their citation/s and that they are properly billed.

10. Once complete and ready to return to your vehicle, ensure that they have no further questions and inform them that they are free to go once you are in your vehicle and your emergency lights are off.

11. Inform Dispatch that your traffic is clear, "Dispatch 215, show my traffic on Elgin clear, one citation issued, back in service."

Felony Stops

Felony stops are performed on stolen vehicles, vehicles that have been flagged for criminal incidents, and/or vehicles operated by individuals with a warrant out for their arrest. **For communication purposes Felony Stops are priority calls and radio traffic is held until they are Code 4**.

1. Felony stops are initiated in the same manner as normal traffic stops. However, with felony stops LEOs know that they will be taking the occupants into custody at gunpoint due to an elevated risk to the LEOs' safety. As such, LEOs may do either of the following when initiating:

    - Wait to initiate the stop until additional units are with you.

    - Initiate the traffic stop and immediately exit your vehicle and hold the suspect vehicle at gunpoint. The driver will be instructed as such, "Driver, turn your engine off and toss the keys out of your window."

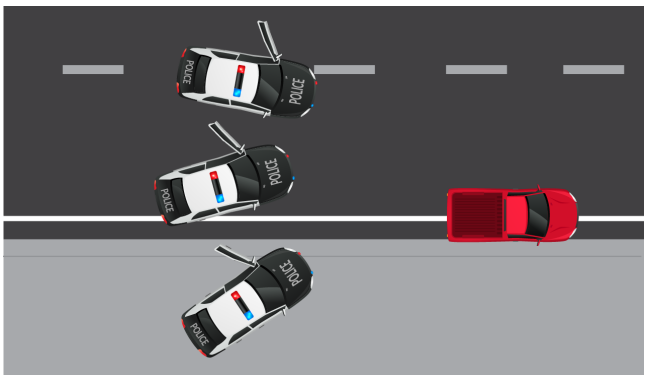
2. Vehicle positioning:

    - The primary unit on scene positions their vehicle similar to a normal traffic stop.

    - The secondary unit on scene will be on either side of the primary unit, in line with their vehicle, and angled at a 45 degree angle towards the suspect vehicle.

- The tertiary unit on scene will be on the opposite side of the secondary unit, in line with the primary unit, and angled at a 45 degree angle towards the suspect vehicle.

- Additional units on scene will stagger their vehicles between the primary and secondary units' vehicles or between the primary and tertiary units' vehicles.



3. When sufficient units are on scene the primary unit will begin ordering subjects, beginning with the driver, out of the vehicle one at a time.
    - The primary unit will order the driver out of the vehicle, to face away from LEOs on scene (towards the front of their vehicle), and to keep their hands in the air. They will then be given commands to walk slowly back towards LEOs and taken into custody.

    - Depending on the situation and position of the felony stop it is permissible for the primary unit to instruct another LEO to issue commands to the driver when they are walking backwards, particularly if the primary unit is not physically restraining the driver and another LEO is.

4. Once the driver has been physically restrained they are to be moved to a safe location to the rear of the scene, frisked, and have any weapons in their possession secured.

    - While the driver is being moved all LEOs remain in position with their weapons on the vehicle. No commands are issued to other vehicle occupants other than to keep their hands visible.

    - Once the driver is secured and all LEOs back in position the stop continues.

5. Other occupants are removed in a similar manner, one by one, until complete.

6. Once all occupants are out of the vehicle and secured, LEOs will clear the vehicle. The primary unit will indicate a direction (clockwise or counterclockwise) and all

units will clear the vehicle in the prescribed manner. One unit will maintain their weapon on the trunk during the clear.

7. Once the interior has been deemed clear the trunk will be opened and cleared.

8. Once all occupants are secured and the vehicle is clear the Felony Stop can be called Code 4.

Vehicle Pursuits

Vehicle pursuits are extremely dangerous for all LEOs and suspects involved as well as the general public. As such, the following guidelines apply:

- When a LEO initiates a pursuit they will alert dispatch that they are in an active pursuit and provide a description of the vehicle, occupants, and the location and direction of travel.

- When able, units will advise of weather and traffic conditions and continue to update conditions as they change.

- The Primary Unit is responsible for maintaining contact with the suspect's vehicle. They focus on driving and only provide important updates (such as the observation of weapons, etc.). In the event that other units are unable to, they continue to provide updated location and direction of travel.

- The Secondary Unit is responsible for all communications. This allows the primary unit to focus on driving and maintain contact with the suspects.

- The Tertiary Unit will attempt to make proactive maneuvers to force the suspect vehicle down certain roads, etc.

- All units will ensure that they are utilizing both their emergency lights and sirens during the pursuit.

- If a LEO renders their vehicle inoperable they must announce over dispatch, if feasible, their status and repair their vehicle if possible.

- If a pursuit becomes too dangerous due to extremely high rates of speed, unsafe road conditions, etc.. units may call off the pursuit.

Pursuit Communications

Pursuits are considered priority traffic and the air will be held for the units involved in the pursuit. Units involved should aim to relay the minimal amount of information in order to

keep other units abreast of their situation. Units should relay information in this initial manner:

1. Inform units that there is an active 10-80.
    - "408, active 10-80 southbound Elgin Avenue with a black in color two door, occupied times two."
2. Continue to call the location of the pursuit by stating the direction the vehicle is turning (left/right), the cardinal direction they are traveling, and the street name (closest street if offroad).
    - "Left, eastbound San Andreas."
3. When able, update units to the speed of the pursuit, traffic conditions, and weather conditions. This will allow senior LEOs to make decisions on intervention techniques.
    - "Speeds in excess of 100 mph, traffic light/moderate/heavy, weather clear/rainy/snowy/foggy/etc.
4. Continue to update units on the pursuit speed, traffic conditions, weather conditions, and any other pertinent information.
5. If a unit 10-50s they are to call out the information in the most minimally intrusive manner.
    - "408, 10-50, Ocean King."
6. Before passing another unit LEOs must ensure that they inform the unit they are passing and have received permission to pass.
    - "408, request to pass on left."
    - "309, pass when able."

Offensive Pursuit Tactics

If a suspect is driving recklessly and/or attempting to injure LEOs and or civilians, LEOs may seek permission from the senior LEO on duty to utilize offensive pursuit tactics to end the pursuit.

Pursuit Intervention Technique (PIT) Maneuver

- Must be approved by the senior LEO on duty or in the pursuit.

- May only be utilized in areas where civilians will not be placed in danger.

- LEOs must take into consideration the speed at which vehicles are traveling, weather conditions, and the level of traffic on the roadway.

Spike Strips

- Must be approved by the senior LEO on duty or in the pursuit.

- May be used as a pre-emptive measure during robberies.

- Deploying unit must have a vehicle with them and announce how they are establishing the spikes. I.e. “215 I am in the northbound shoulder of Great Ocean Highway. Spikes are laid across both lanes of travel and into the center median. Units pass on either shoulder.”

- It is the deploying LEO’s duty to remove any unused spike strips.

- A LEO can only lay down one spike strip at a time for a maximum of three per scene.

Lethal Force

- Used as a last resort when all other means have failed, LEOs (with authorization) may fire at the driver to neutralize the threat.

- Firing at a vehicle is an escalation of force and may escalate a situation.

Bicycles and Motorcycles

- Pursue bikes and motorbikes at a safe distance to avoid accidentally ramming the vehicle.

- Do not pit or ram the bike.

- Only deploy tasers against cyclists/motorcyclists when they are at a stand still.

Stolen Police Vehicles

LEOs who have their vehicle stolen are to immediately report it as missing over dispatch.

- Unless otherwise stated, LEO vehicles are to be treated as if they contain Class II weaponry in the gun rack. LEOs may use lethal force to prevent the loss of a vehicle/weaponry if all other methods have failed.

- Pursue stolen law enforcement vehicles with caution and do not approach alone. Declare your intent to the occupants and attempt to disable the vehicle as early as possible to regain custody of the vehicle.

Maritime Vessels
Pursuits with waterborne vessels will be treated the same as vehicle pursuits. Law enforcement vessels do not have sirens and as such LEOs must continually announce their presence to other vessels.

Aircraft
Only licensed civilians may operate aircraft. Civilian licenses may be found here. Unauthorized aircraft may be shot down.

LEOs may utilize law enforcement helicopters if they are licensed and certified to do so. They must operate under the following stipulations:

- Pilots cannot use the camera while flying.
- Helicopters should be utilized for specific purposes such as pursuits, robberies, search and rescue, etc. but not for general patrolling.
- Helicopters should only be pulled from authorized locations such as Mission Row Police Department, the Sandy Shores Airfield, or Paleto Bay Sheriff's Office. They may **ONLY** be pulled from a helipad and not the parking lot/road/Captains Office.
- The helicopter co-pilot may activate and use the camera system by pressing E. The sensor mode is cycled by pressing the right mouse button (standard, night vision, and thermal).
- Thermal imaging may be used in situations such as a city vault robbery, a raid and operations by Detectives. Large scale operations and situations may also require thermal imaging which is permitted. Do not, under any circumstances, use thermal imaging to look through buildings, into the subway system, deep water or into anything where it wouldn't make any sense.
- If fired upon, helicopters should immediately break contact for the safety of the crew and individuals on the ground.

Scene Negotiation

In specific scenarios, such as bank robberies, LEOs may be required to enter negotiations with subjects. LEOs will follow the following guidelines:

- The first LEO on scene will initiate negotiations until relieved by a senior LEO.
- The negotiating LEO will identify the number of suspects involved and the number of hostages involved.

- The negotiating LEO will determine the disposition of all individuals and if they require medical treatment.

- The negotiating LEO will determine the suspect's demands and will work to negotiate an exchange for the hostage/s.
    - LEOs will not exchange police equipment or vehicles for hostages.
    - LEOs will not exchange prisoners that are in custody for hostages.
    - LEOs may offer free passage to the individuals in exchange for the hostages.

- Negotiators will relay as much information to all LEOs and EMS involved.

- LEOs on scene must secure any and all hostages on scene and collect their statement prior to releasing them.

- The safety of all individuals involved is the priority during negotiations. LEOs should not take actions that cause undue risk or harm to the hostages.

- If the opportunity arises, the senior LEO may elect to breach and secure the hostage/s if it can be done in a safe and efficient manner.

Breaching

LEOs may be required to breach and clear a building when negotiations fail, the lives of hostages are at stake, or when no verbal contact can be made. Breaching a building is extremely dangerous and varies greatly from building to building. The following guidelines will be followed:

1. LEOs will breach when the following conditions are met:
    a. No verbal contact can be made within a building
    b. After a successful negotiation to clear the building
    c. Hostages have been or are being actively harmed

2. The primary unit on scene will assign other LEOs to clear a specific path based on the building:
    a. *Left* - LEO assigned left will enter and clear the left portion of the initial room
    b. *Right* - LEO assigned right will enter and clear the right portion of the initial room
    c. *Long* - LEO assigned long will enter and cover the deep portion of the room

3. Once assignments are complete the primary unit will initiate the breach by stating, "[Callsign] ready."

4. Other LEOs in the breach will call “[Callsign] ready” sequentially.

5. The final LEO will call “[Callsign] ready, set.”

6. Once the primary LEO hears “set” he/she will call “Breach,” signalling for LEOs to enter and clear the building.

Criminal Investigations

Criminal Investigative Function

The Major Crimes Division maintains Detectives in each Patrol Shift who are available for the investigation of serious incidents. The Chief of Detectives reports directly to the Support Operations Bureau Commander. During times when a Detective is not available to respond, Patrol Officers will be responsible for the criminal investigation of incidents.

Investigation Framework

The Major Crimes Division uses the following framework for the conduct of investigations:

1. **Preliminary Investigation** - The preliminary investigation is the first response to a report that a crime was committed. This is typically conducted by the first responding officer or their relieving supervisor. Depending on the initial call for service, a Detective may or not respond to the call.

2. **Case Screening** - The Preliminary Investigation is scrutinized against the Solvability Factors and departmental policy to determine if the case should be assigned for follow-up investigation.

3. **Follow-up Investigation** - A case may immediately be handed over to a Detective on scene or be later assigned for a follow-up investigation to a Patrol Officer, a Detective, or a combination of both.

4. **Case Management** - Case management is executed via the MCD Case Board. This system tracks all pertinent information pertaining to a case and its status.

Preliminary Investigations

The Preliminary Investigation is the first response to a report that a crime was committed. The primary objective is to determine who committed the crime and to apprehend that person. Therefore, the first responding officer collects evidence which will help identify the individual responsible for the crime and which will lead to the subsequent arrest of that person.

Determining if an Offense Has Occurred

1. The Preliminary Investigation begins when the call to respond has been received or an officer discovers a crime scene. Responding Officers shall:
    a. Gain as much information as possible from Dispatch about the incident.

    b. Proceed promptly to a crime scene in a safe and responsible manner.

c. Not enter a known crime scene (such as a homicide) unless they are specifically directed to or they discover the crime scene themselves.

2. The first officer arriving on the scene shall be in command and conduct the Preliminary Investigation unless relieved of that responsibility by a supervisor.

3. The first responding officer should make a quick, visual survey of the scene upon arrival and be alert for any signs of suspicious activity, especially evidence of a fleeing criminal or evidence related to the incident.

4. The first responding officer will secure the crime scene by:
    a. Directing units to establish a perimeter.

    b. Ensuring that all individuals on scene remain on scene until they are secured and/or interviewed.

    c. Unauthorized persons will not be permitted to enter the scene. Unauthorized persons are any civilians or police personnel not necessary for continuation of the investigation.

    d. Ensuring that physical evidence is not touched or moved unless it is absolutely necessary to ensure its preservation.

    e. The officer shall briefly note and record any evidence that may be related to the crime and shall request the services of crime scene technicians, if needed. If they are not needed, the officer shall be responsible for collecting, documenting, and properly storing physical evidence.

Identifying and Assisting the Victim

5. Once the scene is secured, the investigating officer shall immediately determine the need for medical aid for any injured person(s) at the scene and locate the witness in the event that the suspect has already fled the scene.

6. The officer shall locate, identify, and interview the complainant and any witnesses.
    a. Witnesses shall be separated to ensure independent statements.

    b. Witnesses should be questioned as soon as possible in a quiet area if available.

    c. Whenever possible, written or tape-recorded statements of the victim, witnesses, or suspect, post-Miranda, shall be taken and will be included in the case file.

d. Officers should be aware that information from victims may have limited value due to the effect of traumatization.

7. The officer shall observe the following minimum standards for interviewing the complainant and witnesses:
    a. Questions should be simple and in plain language.
    b. Avoid interruptions.
    c. Ask only one question at a time and allow the witness sufficient time to answer.
    d. Avoid leading questions that imply a certain answer.
    e. Avoid sarcasm, rudeness, or antagonism.

8. Whenever possible during the appropriate time, during the initial response or subsequent investigation, officers will identify suspects and interview/interrogate them as necessary.

9. The investigating officer should consider the following in regards to provided statements:
    a. Was the lapse of time between the crime's occurrence and the notification of police normal?

    b. Are there discrepancies in statements of either the victims or witnesses?

    c. Does the physical evidence support the facts of the crime related by the victim?

Communicating the Circumstances of the Crime

10. If it is determined that a crime has been committed, the officer may then seek to arrest the offender if there is a reasonable likelihood that the offender can be apprehended. Some factors that may be considered in determining whether or not to leave the scene are:
    a. The nature of the crime;
    b. The time of day or night;
    c. The location of the crime;
    d. The lapse of time between the crime and the arrival at the scene;
    e. The availability and extent of the immediate description;
    f. The availability of other officers to conduct a search for the suspect and/or effect arrest.

11. The officer shall, as soon as possible, provide the Communications Center with the following information, if known:

a. The nature of the crime;
b. A description of the offender and direction in which he/she has fled;
c. A description of the vehicle, if any;
d. Whether or not the offender is, or may be, armed;
e. Whether probable cause exists to arrest the suspect.

Conclusion of the Preliminary Investigation

12. The Preliminary Investigation will continue as time and resources permit (typically one duty shift). The Preliminary Investigation concludes when:

    a. There is enough evidence and perpetrator information to substantiate probable cause and result in an arrest at the scene, should the perpetrator still be present.

    b. If the perpetrator has fled the scene, the same information may be used to obtain an arrest warrant.

    c. There is not enough information to establish probable cause and an incident report is filed. This incident report is screened and the case assigned to a Detective for a follow-up investigation (as applicable).

Case Reports

1. The investigating officer should maintain a copy of their case report.

2. The following are required in each case report:
    a. Approximate time of arrival at the scene;
    b. Weather conditions;
    c. Approximate time of the crime and by whom it was discovered;
    d. Identity of LEOs present;
    e. Information concerning physical evidence and the collection of any evidence;
    f. Name, address, and phone numbers of the victim(s) and/or witness(es);
    g. Date, time, and location of any interviews;
    h. Identity of the suspect, if known, or description of the suspect, especially unusual characteristics;
    i. Description of the vehicle, if any;
    j. Statements as to what the witnesses heard and/or observed;
    k. Important measurements for a crime scene sketch or photographs;
    l. Any other pertinent information the officer believes may be useful in apprehending the suspect or documenting evidence.

3. Upon completion of the Preliminary Investigation, the Officer shall complete the written report:
    a. The report shall be thorough, accurate, and complete.

b. The report, at a minimum, shall contain the information outlined in Section 2 above and any other relevant facts and observations that may be useful in solving the crime.

4. It is incumbent upon all Officers involved in any criminal case to document in the case report all efforts to address each of the 12 solvability factors (see below), if applicable for the type of crime, or lack thereof. Crimes such as homicide, serial robbery, and serial assault with injury must address each factor.

Case Screening

Case Forwarding

If a Preliminary Investigation is not closed immediately by an arrest, the Patrol Officer and the Patrol Supervisor must determine to continue or halt the investigation. They will conduct an initial screening utilizing the *Solvability Factors* and forward their findings and recommendations to the Major Crimes Division.

Patrol Officers and Supervisors *will* forward cases under the following circumstances:

1. Offenses which are serious in nature such as homicide, excessive loss of property, trafficking, etc. or which fall under a specialized function of the MCD.

2. There is belief that the incident may be part of an ongoing investigation.

3. The incident requires a follow-up investigation that cannot be completed in the course of an LEO's shift (i.e. requires multiple shifts to investigate; *prolonged*).

4. The incident requires special equipment or authorizations to conduct the follow-up investigation (i.e. unmarked, undercover, or coordinated operations).

5. At the discretion of the Preliminary Investigative Officer or Supervisor.

Solvability Factors

Not all crimes can be solved no matter how much investigative effort is put forth. Crimes are scrutinized against the *Solvability Factors* in order to ensure that resources are allocated only to those crimes which have a chance for solution. At least one of the following Solvability Factors must be present in order for the case to be solved.

1. Can a suspect be named?
2. Could a suspect be identified by the victim/witness if seen again?
3. Is the address of a suspect known?
4. Is it known where a suspect may usually be found?
5. Was a vehicle plate number obtained by the victim/witness?
6. Can the vehicle be identified by the victim/witness if seen again?

7. Was any traceable property taken?
8. Is there any significant physical evidence available?
9. Is there a significant *modus operandi* present?
10. Was there a limited opportunity for the suspect to have committed the crime?
11. Is there reason to believe that the crime would arouse such interest that public assistance will lead to its resolution?
12. Is there reason to believe that further follow-up investigation will lead to the resolution of the crime?

Case Screening
Investigations forwarded by Patrol Officers and Supervisors are formally screened by the Major Crimes Division utilizing the *Solvability Factors*. MCD will assess cases as follows:

1. MCD will suspend further investigation.

2. MCD will authorize the Preliminary Investigating Officer to continue the investigation.

3. MCD will assign a Detective to continue the investigation.

4. MCD will assign a Detective to assist the Preliminary Investigating Officer with the investigation.

Patrol Officer Detailing
Detective Sergeants, with approval from the Chief of Detectives and the LEO's respective Watch Commander, may authorize Patrol Officers to continue to assist on an investigation under the supervision of a Detective. The circumstances and authorizations afforded to each LEO are specific to the case and what the Chief of Detectives will allow.

Follow-Up Investigations

The purpose of the Follow-up Investigation is to discover additional information in order to clear a case, identify and arrest an offender, recover stolen property, gather additional evidence, and present this evidence in court.

The follow-up typically includes:

1. A briefing by the Patrol Officer or other LEO that initiated the investigation.
2. Initiate inquiries into investigative leads to identify suspects and associates.
3. Research and review internal and external records, reports, and lab examinations related to the incident, similar incidents, or suspects.
4. Use all available sources to obtain new information.
5. Disseminate information to the LEO community.

6. Obtain and execute warrants as necessary for the collection of evidence.
7. Identify, collect, preserve, and use evidence pertaining to the crime and suspect.
8. Continue the search for additional witnesses, re-interview original witnesses and victims, if necessary.
9. Submit appropriate evidence for laboratory analysis.
10. Identify, locate and arrest the suspect(s) using criminal histories, M.O.'s, and other information and determine any involvement in other crimes.
11. Conduct appropriate surveillance, interrogations, and polygraph testing.
12. Recommend suspension of investigation if all leads are exhausted.
13. Prepare and submit the case for prosecution and confer with the District Attorney's Office.

In cases of felonies, serious misdemeanors, or missing persons, a second interview of the victim(s) and witnesses should be conducted during the follow-up investigation. Further information and/or evidence may be developed during this re-contact.

Case File Management

The Major Crimes Division maintains a Criminal Investigations Case Board which contains information relative to all criminal case reports. This system records the type of case, the case number, the date assigned, and the investigator assigned.

Administrative designations for each case will be utilized as appropriate to facilitate case management and control. These designations include:

1. **Open** - Indicates the case is assigned to an Officer/Detective and investigative efforts are active.

2. **Suspended** - Indicates when the initial investigation reveals no significant information or all leads have been exhausted but the case has not been brought to a satisfactory conclusion and investigative efforts may be resumed.

3. **Closed** - Indicates one of the following conclusions:

    a. Arrest - A person has been arrested and charged with this crime or a summons has been served.

    b. Unfounded - Incident is false or baseless. An offense did not occur and/or was not attempted.

    c. Exceptionally Cleared - An incident is exceptionally cleared if there are reasons beyond the control of law enforcement that would preclude the arrest and subsequent prosecution of the identified offender(s) whether the

offender(s) can be located or not. I.e. the death of an offender, the prosecution declining to prosecute, or an uncooperative victim/witness.

Officers/Detectives will ensure that all investigative case files and materials are properly managed and maintained. The exact content of case files will vary according to the incidents being investigated. Examples of documents include but are not limited to:

1. Initial and follow-up reports to include arrest reports if closed by arrest;
2. Record's copies of property and evidence receipts;
3. Lab examination requests and results;
4. Court related documents, such as search warrants, subpoenas, etc.;
5. Handwritten statements from victims, witnesses, suspects, etc.;
6. Crime scene photos, sketches, and diagrams;
7. Other correspondence, memorandums, and documents as necessary.

Evidence Collection

During the course of an investigation LEOs may be required to collect evidence from a scene. The following guidelines apply to evidence collection:

1. LEOs will ensure that they make every effort to not contaminate the scene or evidence. LEOs will wear gloves when collecting evidence.

2. Take photographs of the scene in order to document the location of evidence and the conditions at the scene.

3. Collect evidence as required. LEOs will collect at least one sample of all evidence (i.e. one of each casing, DNA sample, etc.) and take individual photographs of each collected sample.

4. LEOs will generate a report as required and document all evidence within.

5. Once complete LEOs will store the evidence using **/evidence #**. The "#" is the number of the report filed.

    - ***Arrest Reports*** will be filed as 1.#### where "####" is the associated report number in the MDW.

    - ***Civilian Reports*** will be filed as 2.#### where "####" is the associated report number in the MDW.

    - ***Investigations*** will be filed as 3.#### where "####" is an assigned case number from JTF.

- LEOs will only open evidence in areas that make sense, i.e. MRPD, the trunk of their vehicle, court, etc.

- LEOs will ***not*** use the evidence system to store personal items such as PD weapons, armor, etc. nor will they use it during active situations.

- Investigations that do not have an official report number will utilize the physical evidence locker in Mission Row.

DNA Collection, Storage, and Removal

DNA Collection

1. LEOs may collect DNA from individuals arrested for **violent felony** crimes without the need for a warrant.

2. Officers may request a warrant through the DOJ if you have probable cause that an individual has committed crimes, and the officer believes the collection of DNA is necessary to tie that person to the particular crime.

3. During collection you **MUST** notify the person that their DNA is being collected.

4. At no time will DNA be used for crimes that occurred past the 30 day Statute of Limitations.

5. DNA can be used to convict or exonerate a person.

6. If a person is detained or arrested and refuses to comply with a DNA swab, law enforcement can request a warrant from a judge for the DNA sample.

DNA Storage and Removal

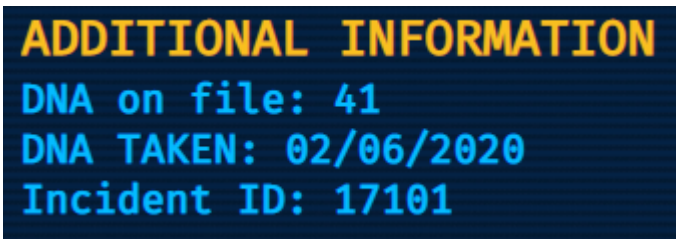
1. DNA will be stored in the database once it's collected from an individual.

2. DNA will be removed from the database if the DNA sample was obtained illegally, the DOJ deems that the DNA collection was unconstitutional, and/or the individual/s are exonerated of a crime.

3. DNA will not be used to convict or exonerate an individual / individuals past the 30 day Statute of Limitations.

4. Officers **MUST** write in the arrest report or in the police report that a DNA sample was collected and placed in the database. This is for proper documentation for the courts.

5. DNA samples will be documented in an individual's MDW profile as follows:



Search and Seizure Warrants

LEOs may request a search and seizure warrant utilizing the following guidelines:

1. LEOs must have probable cause for a search and seizure warrant. Incidents warranting a search and seizure include:
    a. Weapons / Drug Trafficking
    b. Possession of Government Equipment / Weapons
    c. Terrorism

Search Warrants are not required for deceased individuals.

2. LEOs must be in the rank of Officer or Deputy or higher to request a search warrant. When requesting a search warrant LEOs will route the request through a supervisor for review prior to submission. The District Attorney and Assistant District Attorney/s may also file documents for a search warrant.

3. Search and seizure warrants cannot be past the 30 day statute of limitations.

4. Law enforcement has 30 days from the time of a judge's signature to execute the search and seizure warrant. If 31 days have passed and the warrant hasn't been executed, the warrant will be null and void.

5. All illegal items inside a property **WILL** be seized even if the illegal item isn't listed on the warrant. Law enforcement may charge the person listed on the warrant for an illegal item **NOT** listed in the warrant. Again, **ALL** illegal items stored in a vehicle, business, or home listed as property to search **WILL** be seized.

6. If an item is investigated and deemed legal, law enforcement has 30 days to return the legal item to the rightful owner.

Warrant Filing

LEOs will utilize the Search Warrant Application when filing for a Search and Seizure Warrant.

Search Warrant Application: Required information.

1. The **Name** of the **Suspect** whose property is being searched.

2. The **date** of submission.

3. The **location/s** to be searched. This is specific property locations and/or vehicles. This may also include items such as phone or bank records.

4. The **items** you are **seizing**.

5. The **basis** for the search warrant.

6. Specific circumstances:
   - "Continued on the attached sheet" should always be checked.
   - "Night search" is for conducting a seizure without the individual/s being present and in police custody.
   - "Hobbs Sealing" will be requested when a portion of the affidavit or search warrant needs to be redacted or completely restricted to protect confidential information (methods of gaining information, informants, etc.).
   - "Delayed Notice" is requested if a circumstance requires police to delay notification of a seizure being conducted. This would apply in a longer term investigation.

7. The electronic signature of the requesting LEO.

8. The electronic signature of the approving supervisor.

9. Description of the crimes that have led to the search warrant, i.e. "Drug Trafficking."

10. State why there is **probable cause** to search the listed locations for the listed items. This needs to be as detailed as possible. If you fail to establish probable cause your warrant will not be submitted and/or approved by a judge.

Warrant Notification

LEOs will provide involved parties with the search warrant (if releasable) at the earliest time possible. LEOs will utilize the Search Warrant Receipt for notification and inventory purposes.

Page 1: Notice of Service

A notice of service will be issued when:

- A warrant is approved for **Hobbs Sealing**

- A warrant is approved for a **Night Search** (warrant provided upon request of subject).

- The property/location being searched is owned by somebody other than the suspect.

Notices of Service will be provided via email to the appropriate individuals.

Page 2: Receipt for Property Taken Into Custody
LEOs will provide a detailed list of items seized during the execution of the warrant to the appropriate individuals. This will be done in a timely manner and will accompany the search warrant or Notice of Service. Property owners will likewise be provided an inventory if otherwise not involved as a suspect.

Once all documentation is finalized and signed by the appropriate parties it will be converted into a .pdf document in order to prevent doctoring of the warrant.

Custody Operations

Booking and Processing

Once at a booking facility LEOs will adhere to the following procedure:

1. Escort suspect/s into the building and place them into a cell.
    - Suspects will remain in physical restraints until locked in a cell.
    - Suspects will not be placed into another cell with another suspect.
2. Perform a secondary search of the suspect and remove any remaining contraband on their person.
3. If they have not been identified and do not possess an identification their fingerprints must be run. This can be done in the mugshot room at the fingerprint machine.
    - To run a suspect's fingerprints type **/fingerprint [player ID]**
4. If they are a first time offender and require a mugshot, escort them to the appropriate room and take their mugshot.
    - Mugshots are taken from the waist up.
    - Hats, glasses, masks, etc. cannot cover the face.
    - Suspects are not authorized to pose in their photographs.
5. Once the suspect has been searched and/or they have been placed back in the cell after being fingerprinted or photographed, exit and lock the cell. Once outside of the cell remove their physical restraints.
6. Inform the suspect that you will be drafting their charges and generate the initiate report in the MDW. MDW operation is covered in a subsequent section.
    - During this time verify if the individual has any active warrants for their arrest, if not already done so.
7. Once the charges are drafted inform the suspect of their charges and ask if they would like a lawyer present during the booking process.

- If they say no you may proceed with the booking.
- If they wish to have an attorney present, you must make every effort to contact an attorney even if no interrogation is taking place.
- Likewise, if a subject requests a bench trial LEOs must make every effort to schedule a bench trial if a judge is available.

8. If a lawyer arrives at the booking facility a LEO will escort them into the cell block. All lawyers will be searched before entering secure locations.
9. Inform the attorney of the incident at hand and the charges their client faces.
10. Lawyers will be allowed to privately consult with their clients. Based on the situation at hand attorneys may or may not attempt to negotiate for charges to be dropped, reduced time, etc.
11. Once a course of action has been established the individual will be fined and sentenced accordingly. Charge clarification is covered in the following section.
12. To bill a suspect type **/bill [Player ID] [Amount]**
13. To jail a suspect type **/jail [Player ID] [Time]**
    - While jailing a suspect, ensure to double check their Player ID.
    - Prior to sending a suspect to jail ensure that you contact DOC via Radio Channel 5. When contacting DOC, inform them that a prisoner is being transported to them, provide the prisoner's name, description, and the time they will be spending in prison. If there are any special circumstances, inform the DOC at this time.

Charges

Subjects will be charged at the discretion of the arresting officer. LEOs will fairly charge subjects and work to avoid stacking charges.

LEOs may reduce a suspect's fine up to 20% when a lawyer is present and based upon the negotiations. This is factored in after any parole based reductions are agreed upon.

LEOs will remove weapons licenses if an individual possesses a valid firearms license and commits a felony involving a firearm. LEOs cannot suspend driver licenses and must seek out a judge to do so.

LEOs are authorized to collect DNA from suspects arrested for violent felony crimes without a warrant. During collection the individual must be notified that their DNA is being collected. DNA collection is covered further in subsequent sections.

If an individual disagrees with the charges that they are facing, advise them that they may seek legal counsel once they have been booked (if they have not already done so).

Investigative Holds
If a subject is potentially facing hold until trial (HUT) charges they are to be given the 9's during the preliminary investigation. This will prevent individuals from being housed at a police station for lengthy periods of time and will allow them to privately meet with their attorneys and any DOJ representatives as necessary while affording LEOs the ability to continue any investigative effort to accurately assign charges to all parties.

LEOs may only hold an individual for up to 24hrs and **must** have a supervisor's approval to conduct the hold.

LEOs will provide notification to the DoJ for all 24 hour investigative holds, 51-50s, and HUT charge situations via the Hold Notification Form.

Warrants

If an individual has an active warrant and is arrested they will also be booked on their warrant.

- Warrant sentences and fines are added in addition to a suspect's current charges.
- Warrants are not negotiable unless the LEO who generated the warrant is available to assist in the booking of the suspect.
- Warrants that are not served during an arrest scenario are invalidated and are void.

Prisoner Transport

When the booking process is complete LEOs will attempt to contact DOC via radio channel 5. If a member of DOC is present they will be alerted that a prisoner will be en route to their location. Please inform them of the prisoner's **first and last name**, **description, and amount of time they are serving.**

When time and resources allow, LEOs are authorized to transport prisoners from police stations to Bolingbroke Penitentiary.

- LEOs will utilize the van or bus depending on the number of individuals being transported.

- Additional LEOs should provide an escort and additional security based on the individual/s being transported. Escort vehicles should be marked law enforcement vehicles.

Bench Trial Transport
When an individual is under arrest and requests a bench trial, they will be transported to City Hall if and when a Justice is available. LEOs will transport the individual to City Hall and enter the building on the right hand side (when facing the main entrance). LEOs will take all individuals down the stairs on the right corner of the building and into the holding cell.

At no time will LEOs take individuals into the courtroom via the main entrance. This is in order to avoid the metal detector. At the completion of the bench trial, and if the individual is being sentenced, LEOs will bring the individual back to the holding cell and complete processing there.

Police Reports

Report Policies

Reports are an extremely valuable tool and require attention to detail. Reports provide historical records on known criminals and become *de facto* evidence in court cases. Reports are subject to the following guidelines:

- Arrest Reports and Civilian Reports must be completed within 24 hours of an arrest or incident.
- If an individual is held until trial, the paperwork must be completed and submitted to the District Attorney's office within 24 hours of the arrest.
- Reports must be written in layman's terms. Do not use 10-Codes, callsigns, or technical jargon. This allows reports to be effectively used in court without the DA or LEOs having to explain terminology.
- Reports must be written in the third person.
- Reports must detail from when the original call was received to when the suspect was booked and processed.

Arrest Reports

First Time Offender

1. Scroll over "Submit" on the top bar and select "Criminal."
2. Select all applicable charges.
3. Click "Copy Charges." This will copy the list of charges for pasting into the police report.
4. Enter the suspect's Citizen ID in the "Citizen ID" box. This can be obtained by looking at their license and/or taking the individuals' fingerprints.
5. Click "Create Report."
6. Scroll down to the "Report Section" and paste the copied charges into the text box so they are not lost.
7. Scroll back to the top and enter the suspect's full name.

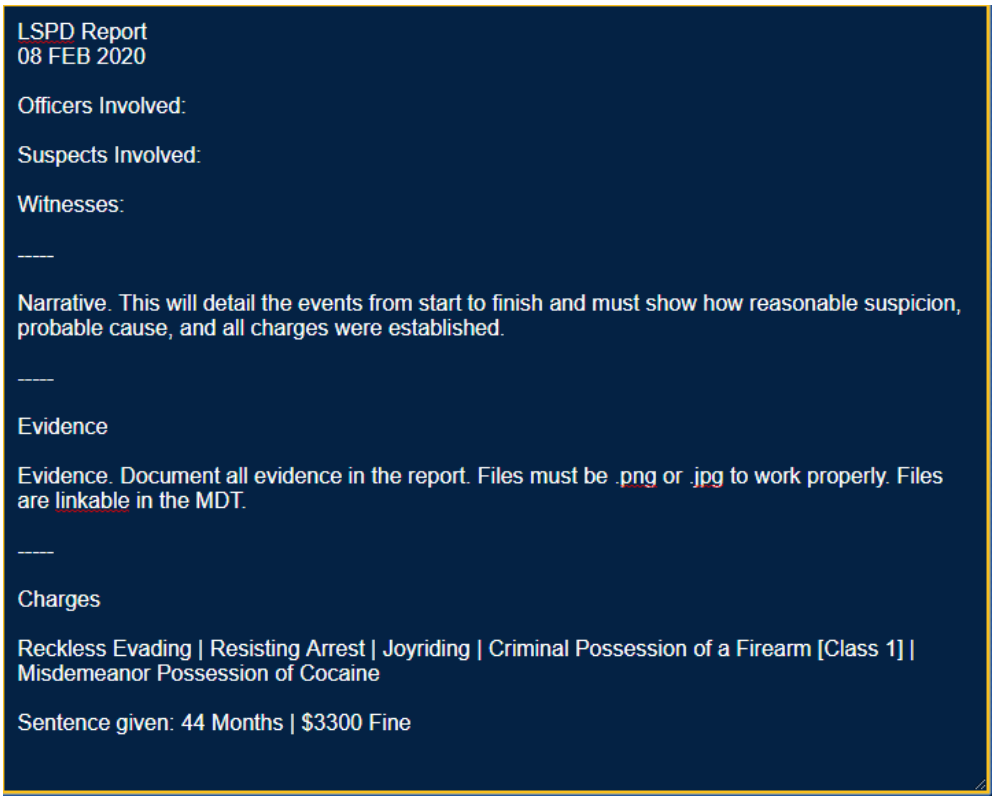
8. Copy and paste the individual's mugshot into the "Profile Image" block.
    - Screenshots should be cropped using a program like Gyazo, etc.
    - Mugshots should be in .png format or they will not work properly.

9. Enter the incident title. This must be an appropriate title that accurately represents the incident. This is usually the most severe crime committed, i.e. "Murder."

10. "Additional Information" is utilized for things such as phone numbers, vehicles and their license plate numbers, DNA collection, etc.

11. Criminal tags assist LEOs in identifying suspects that are associated with certain crimes.
    - Mentally Unstable - Only to be applied by a mental health professional.
    - Gang Affiliated - For criminals associated with known street gangs.
    - Violent - For criminals who consistently utilize violence.
    - Associated with Drugs - For criminals who use, sell, or traffic drugs.
    - Theft or Burglary - For criminals who consistently commit acts of theft of burglary.

12. In the report section you will write a detailed arrest report. The required information is as follows:


LSPD Report
08 FEB 2020
Officers Involved:
Suspects Involved:
Witnesses:

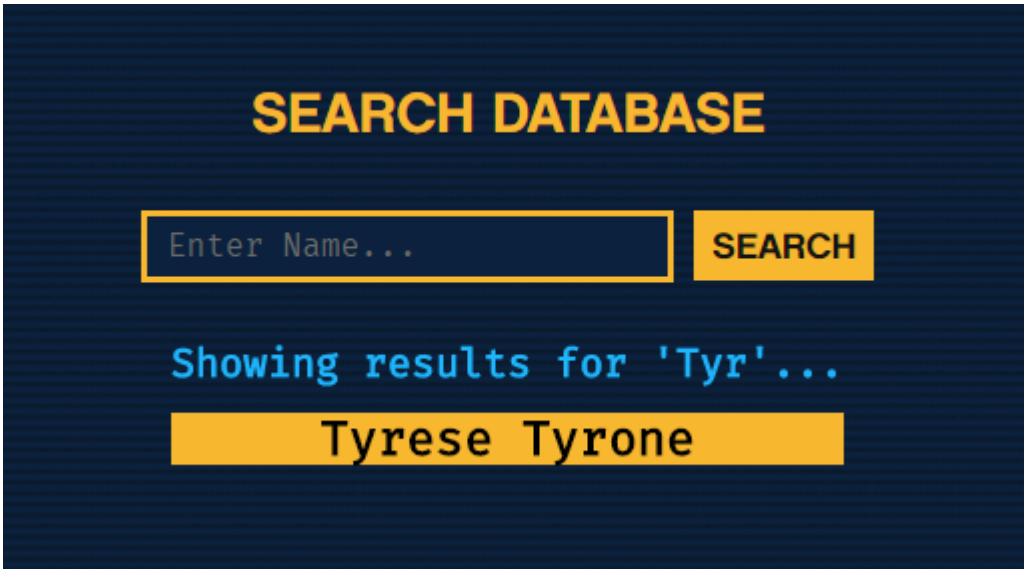
Narrative. This will detail the events from start to finish and must show how reasonable suspicion, probable cause, and all charges were established.

Evidence
Evidence. Document all evidence in the report. Files must be .png or .jpg to work properly. Files are linkable in the MDT.

Charges
Reckless Evading | Resisting Arrest | Joyriding | Criminal Possession of a Firearm [Class 1] | Misdemeanor Possession of Cocaine
Sentence given: 44 Months | $3300 Fine

Non-First Time Offender

1. In the MDW scroll over “Search” and select “Criminal.”



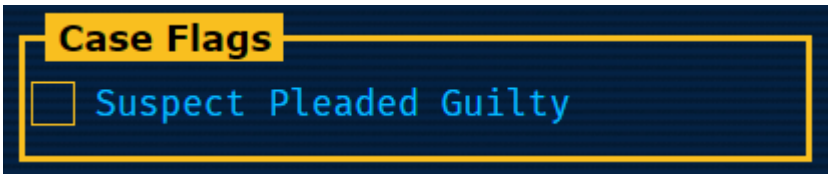
2. Type in the suspect’s name. You only need to type three letters of either their first or last name to get a return. You may also search by CID.

3. Select the correct profile. You will notice their profile summary on the right side of the screen. Select “New Report” from underneath their prior convictions.

4. Refer to “First Time Offender” Steps 2 and onwards.

Guilty Pleas

Suspects may opt to plead guilty with or without an attorney present. In the MDW this may be selected on the second page of the arrest report and is a box that must be ticked.



Arrest reports must still be written in the correct format. However, because they will not be going to court for an appeal the narrative may be a brief synopsis instead of a full report. This will ensure that LEOs are able to link reports when building cases against suspects.

Improper report filing is grounds for disciplinary action.

Be On The Lookout (BOLO)

- A BOLO may be issued when other LEOs need to be aware of a potential suspect or individual that is required for questioning or for other reasons.

- A BOLO is not a warrant and is not grounds for an arrest. If a BOLO individual is located they are to be approached and informed that they are going to be detained for questioning.

- When issuing a BOLO flag the vehicle's license plate number or the ID number of the individual if applicable. Add this information to the report.

- Once a BOLO is no longer relevant or the individual was found, transfer the BOLO to a Civilian Report and update the report as necessary.

Warrants

- Warrants may be issued for individuals for crimes that they have committed but have not yet been apprehended for and are to be **written immediately**.

- Warrants require the existence of supporting evidence at the time that they are placed, either through in-game mechanics or the witnessing of a LEO.

- Warrants must be written to the same standard as an arrest report.

- In order to be served, a warrant must have the following:
    - Be less than three days old.
    - The date that the warrant was created.
    - The callsign and name of the issuing LEO.
    - A list of charges and the name of the subject.
    - The time and fine for the charges.

- If a subject is arrested and has an outstanding warrant and it is not served during the booking and processing, the warrant becomes null and void. Individuals cannot be arrested on void warrants.

51-50 Holds

When a person, as a result of a mental health disorder, is a danger to themselves or a danger to others, or gravely disabled, a peace officer, professional person in charge of a facility designated by the county for evaluation and treatment, or a staff member of a facility designated by the county for evaluation and treatment, may upon probable cause take, or cause to be taken, the person into custody for a period of up to 72 hours for assessment, evaluation, and/or treatment.

If you deem someone a danger to themselves, a danger to others, or gravely disabled as a result of a mental health disorder you shall place that individual on a 51-50 hold. The individual shall be placed into handcuffs for their safety, and yours, fully searched, and then transported to a secure police facility (ie. Mission Row) for processing.

Explain to the person being placed in the 5150 Hold that they are being held for 72 hours for assessment, evaluation, and/or treatment. If they have a lawyer present, explain the charges and advise them to contact evaluating medical staff.

In order to place an individual in Parson's a judge or state licensed psychiatrist must be available. In the event that a judge is not available they are to be placed into a **4320 month** hold at Boilingbroke Penitentiary. When an individual is placed into a 5150 hold the LEO executing the hold ***must*** fill out the 5150 form required by PBMC.

Functions and Commands

On Foot

Key Binds

- **Up Arrow** will apply **Strong Handcuffs**
- **ALT + Up Arrow** will apply **Soft Handcuffs**
- **Down Arrow** will **Uncuff**
- **Left Arrow** will **Escort**
- **Right Arrow** will **Seat Player** or **Unseat Player** in vehicle
    - Unseated Players will automatically be Escorted

Slash Commands

/sv # - Spawns police vehicles
/extra #/all true/false - Alters the appearance of the vehicle by adding or removing different parts. May not work on every vehicle.
/tint # - Tints the windows.
/color # true/false - Changes the color of the vehicle.
/color2 # true/false - Changes the secondary color of the vehicle.
/runplate # - Runs a plate number just as if you had used the menu to do so.
/runplatet - Runs a plate number of the target vehicle in front of you.
/fix - Fixes your vehicle to perfect condition.
/impound - Impounds target vehicle
/vimpoundfull - Impounds vehicle at a cost to the owner
/revive - Revives target player
/fingerprint [Player ID] - Displays true identity of the person you are processing along with their CID
/flagplate - Flags suspect plate to prompt a felony stop
/flagcid - Flags citizen's ID for arrest/detainment/questioning
/unflagplate - Removes flag on license plate
/unflagcid - Removes flag on Citizen's ID
/spike - Deploys spike strips
/spiker - Removes spike strips
/radar - Toggles the radar while in your vehicle
/notes - Opens the notepad
/mdt- Opens the MDT
/vinv or "K" on keyboard- Opens vehicle inventory. When sitting in the vehicle press "**K**" to open the glovebox.
/veho - Full vehicle options
/barrier 1/2/3 - Places barriers to block traffic.
/pickup - Picks up barriers
/frisk - Frisks target player for weapons
/gsr - Tests target player for GSR

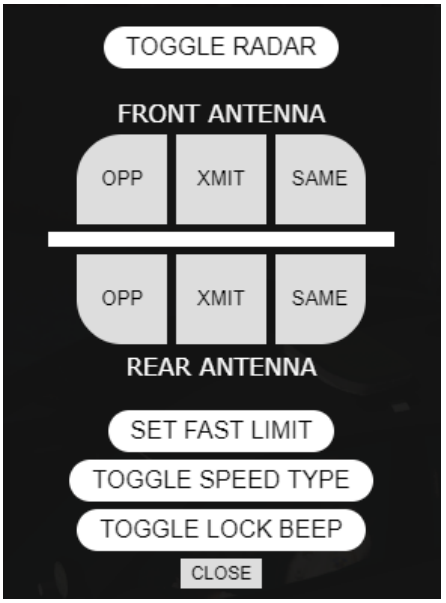
/jail [Player ID] time - to jail a player
/bill [Player ID] fine amount - to ticket a player
/cuff - Toggles cuff/uncuff
/status - Checks target player for status notifications (Sweaty, heavy breathing, smells of weed etc)
/revive # - Revive person by player ID
/forcehouse or **/forceenter** on player owned houses
/raid - Opens the inventory of player owned houses
/forceap CID (apartment #) (only for apartments -tier 1 & tire 2, this won't give you access to their inventory, this is why you need the suspect with you)

In Vehicle

Key Binds

- **Up Arrow** will run the **Front Radar License Plate**
- **Down Arrow** will run the **Reverse Radar License Plate**
- **Left Arrow Disables or Enables Radar**
- **Ctrl + Tilde Key** will **Lock the Current License Plate**
- **Tilde** will **Reset Lockfast**

Radar Operations



- Press **M** to bring up your radar menu.
- **Toggle Radar** will toggle your radar off and on. Alternatively you can type **/radar**
- **OPP -** Makes the antenna scan traffic in the opposite lane. *(See diagram below)*
- **XMIT** - Toggles the Antenna off and on.
- **SAME** - Makes the antenna scan traffic in the same lane. *(See diagram below)*
- **SET FAST LIMIT -** Whatever speed you set this to, your radar will beep and alert you when a vehicle that is picked up on radar travels at that speed or higher.
- **TOGGLE SPEED TYPE** - N/A

- **TOGGLE LOCK BEEP** - Determines whether the radar will beep or not when the correct conditions are met. IE: Flagged plate, above set fast limit, etc

- Press ` [@ for EU keyboards] to RESET the radar lock.
- The radar will stay locked on the fastest car *plate* it picks up until it picks up something faster.
    - So if your radar picks up someone's plate going 80, it will NOT register or pick up any other plate until it picks up another car going 81 or higher.
- The type of patrol you are doing will determine the best radar set up, and how often you'll have to reset it.
- Holding **CTRL** and pressing ` [@ for EU keyboards] will manually lock the current plate reading on the radar. It will turn yellow. Do this again to unlock it.

- **TOP PLATE # -** Front ALPR Read/Lock. (F) denotes flagged plate, (L) denotes locked plate.
- **BOTTOM PLATE # -** Rear ALPR Read/Lock. (F) denotes flagged plate, (L) denotes locked plate.
- **FWD -** Front Antenna latest clocked speed
- **BWD** - Back Antenna latest clocked speed
- **FWD FAST -** Front Antenna *fastest* clocked speed
- **BWD FAST -** Back Antenna *fastest* clocked speed

- **PATROL SPEED -** Current speed of your vehicle.

Security Cameras

Cameras can only be accessed when you are in your vehicle OR at a PC inside of one of our PDs. They can only be accessed if an alarm is triggered. They are not used for "Live feeds". The command to access is "**/sec [camera number goes here]**".

Stores:
0 - Removes you from the Camera
1 - Innocent Blvd
2 - Grove Street
3 - Little Souls
4 - San Andreas Ave Liquor Store
5 - Mirror Park Blvd
6 - Clinton Ave
7 - North Rockford Dr
8 - Great Ocean Hwy Liquor Store
9 - Ineseno Road - Banham Canyon
10 - Barbareno Road - Chumash
11 - Palamino Freeway
12 - Route 68 Liquor
13 - Route 68
14 - Alhambra Drive
15 - You Tools - Freeway
16 - Algonquin Blvd
17 - Grapeseed Main
18 - Senora way outside Paleto

Power plants/Jail/Jewellery Store:
19 - Cam Power
20 - Jail Front
21 - Jail Prisoner Drop Off
22 - Jewelry Store

Banks:
27 - Paleto Bank Outside
28 - Vinewood Vault Bank